Terms of Reference for the Informal Secretariat

Presentation at the Riga Initiative Plenary Meeting in Tallinn, 26-29 April 2005

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Back ground and Purpose

- **Riga Initiative**
- **Plenary Meetings**
- **Points of Contact**
- **Informal Secretariat**
- **Informal Secretariat according to Work Arrangements**
- **Secretarial function on expert level**
- **Ensure continuous progress**
- **Voluntary participation**
- **Plenary Meeting agrees on Members and Chair**

Competence and Tasks

- **No competence**
- **Tasks, e.g.**

- **Carry out agreements made by Plenary Meetings**
- **Take initiatives**
- **Elaborate proposals etc.**
- **Continue develop *BALTDEC Basics***
- **Keep PoCs informed**
- **Elaborate an IS work plan**
- **Assist Host Country with Plenary Meetings**

Working Methods and Relations

- **Working methods**
- **E-mail**
- **Hold meetings when necessary**
- **Relations**
- **Support Plenary Meetings, Host Country etc**
- **Develop co-operation with other co-operation bodies**

General Provisions

- **<u>General provisions</u>**
- **No payment**
- **Each participant pays own expenses**
- **Work language is English**
- **Only deal with non-classified information etc.**
- **Terms of Reference are not legally binding**
- **Any Plenary Meeting may review the Terms of Reference**

Working Group questions, 1

- **<u>General views</u>**
- **Discuss in general terms the proposed ToR, and the need of them**
- **The level of details?**
- **<u>Chair and Members of IS</u>**
- **Important to involve all BALTDEC countries. Should participation be mandatory on rotation bases?**

Working Group Questions, 2

- **Tasks**
- **Discuss the proposed tasks. To many? To few?**
- **Which tasks are most important? Should tasks be prioritised?**
- **If IS remains as voluntary, are proposed tasks too many and heavy for Members? Delete what? Add?**
- **Discuss Working methods and Relations**
- **General provisions**
- **Is this enough to ensure informal and non-binding work?**

Working Group Questions, 3

- **<u>New Informal Secretariat and Chair for the IS</u>**

  Participation in the IS should rotate between the participating countries. So far EE, LV, LT and S have been IS Members and S has been IS Chair.

- Discuss and nominate new IS Members and new IS Chair

Instructions for Working Groups

- **Instructions for WG work**
- **Provide concrete amendments/text**
- **Provide nominations as IS Members and Chair**
- **Provide written report, slides or similar**

- **Reporting**
- **Report to Plenary Meeting Secretariat 28 April, 10.30h**
- **Report to Plenary Session 29 April, 09.00h, maximum 10 minutes**